

United States Department of Agriculture  
Animal and Plant Health Inspection Service

Directive 417. 11  
12/12/84

EMPLOYMENT OPPORTUNITIES AT APHIS INSTALLATIONS  
FOR DEPENDENTS OF APHIS EMPLOYEES ABROAD

I. PURPOSE

This Directive states the policies and procedures for employment opportunities at APHIS installations for spouses and other qualified dependents of APHIS personnel abroad. In general, employee dependents have not been permitted to work at APHIS installations in the past.

II. AUTHORITY

122.7-2 3 Foreign Affairs Manual (FAM).

III. POLICY

It is APHIS policy to permit spouses and other qualified dependents of APHIS personnel abroad to work at APHIS installations under certain conditions. Spouses and qualified dependents of APHIS personnel abroad may be hired on a temporary basis where it is determined to be in the Agency's best interests. Such a policy provides for a more efficient use of existing skills while sustaining the emotional well-being of employees and dependents. This policy applies where there is no other U.S. government presence, i.e., Department of State, military base, etc., such as Tuxtla Gutierrez, Chiapas, Mexico.

IV. GENERAL CONDITIONS AND LIMITATIONS

The following conditions and limitations apply in carrying out the policy stipulated above:

- A. Candidates must be a spouse or dependent of a U.S. citizen employee employed by APHIS.
- B. Candidates must be technically qualified.
- C. Preemployment medical examinations are not required.
- D. Appointments are temporary and will be limited to 1 year. One 1-year extension may be granted under exceptional conditions. Appointments may be terminated at any time.

E. Dependents employed under this program will contribute to social security and receive benefits when they become eligible. However, they will not be entitled to employees' health and life insurance.

F. Dependent employees cannot be supervised nor controlled by the employee spouse or other close relative, neither can the employee spouse or other close relative participate in their selection, influence their performance appraisal, or in any other way directly influence rewards, compensation, or disciplinary actions on their behalf.

G. Dependents of program directors at post may not be appointed unless competitive action is controlled, supervised, and reviewed by an independent panel outside of the Agency's control, i.e., Department of State, Action, etc.

## V. SELECTION PROCEDURES

The following selection and processing procedures will be adhered to:

A. Program director will establish the competitive process to be used in selection procedures; all eligible American family members must be made aware of all vacancies as they occur.

B. Program director will prepare the position description and send it to International Programs Management and Liaison Staff (IPMLS), Human Resources Division, for review and classification.

C. After applications and selection procedures are reviewed for completeness and compliance with procedures outlined here, they will be forwarded to IPMLS who then will prepare and process required appointment actions.

## VI. APPLICATIONS

The following forms and/or documents will be completed by applicant and forwarded to IPMLS for processing:

A. Standard Form 171, Personnel Qualifications Statement.

B. Standard Form 86, Security Investigation Data, in quadruplicate.

C. Standard Form 87, U.S. Office of Personnel Management Fingerprint Chart, in duplicate.

D. AD Form 349, Declaration Sheet.

E. Standard Form 61, Appointment Affidavit.

- F. Standard Form 61B, Affidavit of Appointee.
- G. Standard Form 81, Race and National Identification Origin.
- H. Standard Form 256, Self Identification of Medical Disability.

## VII. FUNDING

Salaries and related expenses for dependent personnel employed at APHIS installation will be paid from the applicable program operating budget.

## VIII. QUESTIONS

Any questions concerning the information outlined here should be referred to IPMLS, Hyattsville, Maryland.

/s/ Bert W. Hawkins  
Administrator